

Safe Operating Procedure – Use of a Portable Hoist to Lift a Person

Task/Equipment Description: Use of a Portable Hoist to Lift a Person

Stop before you begin, you must review the Support Plan of the client being assisted.

Think about the task, any equipment needed and the readiness of the client. Think about other options if this task cannot be done safely.

Assess the client by watching/talking to them to see if they are willing and able to participate in the task.

Review other options available if the client not ready for the task. Talk to the supervisor/manager about other options.

Potential Hazards:

- Client injury from pinching skin with sling or falling from hoist or hoist malfunction.
- Cross infection to client from sling.
- Muscular soft-tissue or skeletal injury to workers from incorrect movement or posture.

ALWAYS

To prevent risk of injury to workers or clients during this manual task:

- Follow all steps of this Safe Operating Procedure.
- Use a minimum of 2 workers for the task.
- Check there is enough space to move the portable hoist at every step of task, remove any tripping hazards.
- Always move in same direction as hoist when walking it, do not twist.
- Only use client's sling, making sure it is clean and the correct sling for the task. **This instruction uses a full body sling as the example.**
- Communicate with client and other workers at every step of this task.

NEVER

- Use this equipment unless you have been trained in its safe use and operation.

Safe Operating Procedure

1. Pre-Operation – Set up:

- Ensure the hoist is charged at all times when it is not in use. Ensure the hoist is in good condition. If any faults, report immediately and do not use.
- Check the hoist (hooks, wheels) and sling for signs of wear or damage. If any faults, report immediately and do not use.
- Make sure you know how to operate all controls of the specific hoist. If unsure, review the manufacturers operating instructions for this hoist. Report immediately if manufacturer's operating instructions are not available for this hoist.
- Refer to client's Support Plan for specific information.
- Ensure you have thoroughly read and understand the operating instructions and risks associated with operation of the equipment.
- Wear appropriate clothing and footwear to suit conditions.

2. Operation – Safety Procedure:

1. Prepare hoist and sling	<ul style="list-style-type: none"> • Unplug the hoist from charge. • Get clients sling, making sure it is the correct one for the task.
2. Assist client to roll to side and set the sling in place.	<ul style="list-style-type: none"> • One worker on each side of bed, unless otherwise indicated in client's Support Plan. • Prepare client's arm and leg ready for roll. • Workers position hands, using pushing/pulling motion to gently roll client onto side.
3. Place sling centrally beneath client.	<ul style="list-style-type: none"> • When client on side, place sling along back, make sure pelvic opening is level with middle of buttocks (applies to full body sling only). • Assist client to roll to opposite side, then release and spread out sling into position.
4. Prepare sling for attachment to portable hoist.	<ul style="list-style-type: none"> • Pass leg straps underneath thighs and cross to opposite side.
5. Position the hoist	<ul style="list-style-type: none"> • Walk hoist slowly over to client, using forward steps. • Make sure area is clear of hazards. • When hoist is in position, keep brakes off. The hoist must be able to find its centre of gravity when lifting the patient.
6. Lower the spreader bar and attach the sling.	<ul style="list-style-type: none"> • Worker pushing hoist now lowers spreader bar using hoist controls. • Second worker guides spreader bar into position, keeping parts away from clients head. • Attach one loop from each strap to hooks on the spreader bar. (refer to client's Support Plan for correct loops to use).

7. Raise client with portable hoist and sling.	<ul style="list-style-type: none"> First worker raises sling using hoist controls, watching that sling loops are in place. Second worker watches and reassures client, supporting their head if required. If client indicates or looks uncomfortable or unbalanced, lower sling and reposition.
8. Move client with portable hoist	<ul style="list-style-type: none"> When client is clear above bed move hoist backwards. Second worker assists to guide client as needed. Use handles on portable hoist to slowly push to new location, move with direction of hoist, do not twist. Again, make sure area free of hazards.
9. Position client over wheelchair of chair	<ul style="list-style-type: none"> Operator brings hoist into position. Second worker supports then pivots client in sling, so they are correctly above the wheelchair/chair to be lowered into. Workers to do task in a slow, careful manner.
10. Lower client with portable hoist	<ul style="list-style-type: none"> Second worker gets into position to the side or behind the client. If using a wheelchair, make sure brakes are on, and footplates are removed if required. Worker operating hoist uses hoist controls to lower client. Both workers guide sling so that client is positioned to back of chair, making sure not to take any weight.
11. Release sling loops and remove hoist	<ul style="list-style-type: none"> Make sure client is safe before removing equipment. Unhook sling when it is relaxed; keep control of spreader bar to avoid hitting client.

3. Post-Operation – Safely conclude the task:

- Make sure client is comfortable.
- Put hoist away and connect to charge as required. Hoist must be connected to charge at all times when not in use.
- Place all other equipment in correct storage areas.
- Document any incident and report to supervisor immediately.